

MANSFIELD TOWNSHIP REORGANIZATION MEETING JANUARY 1, 2021

This is the Reorganization Meeting of the Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times-NJ Zone Edition and posting in the Municipal Building, stating the time, date and location thereof.

Meeting called to order by Mayor Watters, at 12:00 noon with the following Committee present: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, and Mayor Watters.

Salute to the flag was done by all.

Dena Hrebenak read the Certification of Election for Joseph Farino as Township Committee Member for a term of three (3) years.

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office for Joseph Farino as Township Committee member.

Dena Hrebenak read the Certification of Election for Ron Hayes as Township Committee Member for a term of three (3) years.

Dena Hrebenak read the Certification of Election for Glen McGuinness as Township Committee Member for a term of two (2) years.

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office for Glen McGuinness as Township Committee member.

ELECTION OF MAYOR:

Mrs. Mora Dillon made a motion to appoint Joseph Watters as Mayor for the year 2021, which was seconded by Mr. Farino.

BE IT RESOLVED, that Joseph Watters be appointed Mayor of the Township of Mansfield for the year 2021.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office for Joseph Watters as Mayor of the Township of Mansfield for the year 2021.

DEPUTY MAYOR:

Mayor Watters made a motion to appoint Desiree Mora Dillon as the Deputy Mayor for the year of 2021, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

Ms. Hrebenak conducted the swearing in ceremony and Oath of Office of Desiree Mora Dillon as Deputy Mayor of the Township of Mansfield for the year 2021.

OFFICE ON AGING:

Mayor Watters appointed Carol McKeivitt as Mansfield Township Office on Aging Representative for the year 2021, which was seconded by Mrs. Mora Dillon.

Mayor Watters appointed Carol McKeivitt, Senior Citizens Coordinator for the year 2021, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

RECYCLING COORDINATOR AND CLEAN COMMUNITIES COORDINATOR:

Mrs. Mora Dillon made a motion to appoint Joann Fascenelli as the Recycling and Clean Communities Coordinator for the Township for the year 2021, which was seconded by Mr. McGuinness.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Watters appointed Amanda Kilyk as a member of the Environmental Commission for a three year term, which expires 12/31/2023.

Mayor Watters appointed Robert Jewell as a member of the Environmental Commission for a three year term, which expires 12/31/2023.

Mayor Watters appointed Ruth Pante as a member of the Environmental Commission for a two year term, which expires 12/31/2022.

Mayor Watters appointed \_\_\_\_\_ as a member of the Environmental Commission for a two year term, which expires 12/31/2022.

Mayor Watters appointed \_\_\_\_\_ as Alternate member # 1 of the Environmental Commission for a two year term, which expires 12/31/2022.

Mayor Watters appointed \_\_\_\_\_ as Alternate member # 2 of the Environmental Commission for a two year term, which expires 12/31/2022.

Mrs. Mora Dillon seconded the appointments made by Mayor Watters.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

#### LAND USE BOARD APPOINTMENTS:

Mayor Watters appointed Joe Farino as the designee as the Class I Member to the Mansfield Township Planning Board term to expire 12/31/2021.

Mayor Watters appointed Ron Hayes as the Class III Member to the Mansfield Township Planning Board term to expire 12/31/2021.

Mayor Watters appointed David Spender as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/2024.

Mayor Watters appointed Alan Keegan as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/2024.

Mayor Watters appointed Patrick Creedon as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/2024.

Mayor Watters appointed Scott Cruets as Alternate member # 1 of the Mansfield Township Planning Board for a two year term, which expires 12/31/2022.

Mayor Watters appointed Matthew Wielgus as Alternate member # 2 of the Mansfield Township Planning Board for a two year term, which expires 12/31/2022.

Mayor Watters appointed Dolores Reagle as Alternate member # 3 of the Mansfield Township Planning Board for a one year term, which expires 12/31/2021.

Mayor Watters appointed Ralf Waegener as Alternate member # 4 of the Mansfield Township Planning Board for a one year term, which expires 12/31/2021.

#### OPEN SPACE, FARMLAND PRESERVATION, CONSERVATION, HISTORICAL AND RECREATION ADVISORY COMMITTEE:

Mayor Watters appointed Jim Watters to serve as the Agricultural member for a three year term which will expire 12/31/2023.

Mayor Watters appointed Glenn Todd to serve as the Environmental Commission member for a two year term which will expire 12/31/2022.

Mayor Watters appointed Brian Miller to serve as the Citizen/Recreation member for a three year term which will expire 12/31/2023.

Mayor Watters appointed Glen McGuinness to serve as the Township Committee representative member for a one

year term which will expire 12/31/2021.

Mr. Farino made a motion to approve the appointments to the Open Space, Farmland preservation, Conservation, Historical, and Recreation Advisory Committee, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

#### WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Watters appointed himself to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/2021, seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

#### RECREATION COMMITTEE:

Mayor Watters appointed Eric Fitzsimmons as Recreation Committee member for a three year term which will expire 12/31/2023.

Mayor Watters appointed Brittany Rood as Recreation Committee member for a three year term which will expire 12/31/2023.

Mrs. Mora Dillon made a motion to approve the appointments to the Recreation Committee, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

#### MUSCONETCONG RIVER MANAGEMENT COUNCIL

Mayor Watters appointed Paul Tarlowe as the Township Representative for the Musconetcong River Management Council.

Mayor Watters appointed Jim McMekin as the Alternate Township Representative for the Musconetcong River Management Council.

Mrs. Mora Dillon made a motion to approve the appointments to the Musconetcong River Management Council, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

**RESOLUTION 2021-01**  
**TOWNSHIP OF MANSFIELD**  
**WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for the service of a Township Attorney in the Township of Mansfield for legal services and advice to the Mayor and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with **Michael Lavery**, with the law office of **Lavery, Selvaggi, Abromitis, & Cohen, P.C.** is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. This Contract shall not exceed \$ 70,000.00.
3. A notice of this action shall be printed once in the Express Times-NJ Zone Edition.

Mr. Farino made a motion to approve the passage of Resolution 2021-01, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

**RESOLUTION 2021-02**  
**TOWNSHIP OF MANSFIELD**  
**WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for the service of a Township Engineer and in the Township of Mansfield for engineering and zoning services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive

bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

The agreement with **Christian Kastrud**, with the Engineering Office of **Kastrud Engineering** is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.

1. This contract shall not exceed \$48,000.
2. A notice of this action shall be printed once in the Express Times-NJ Zone Edition.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-02, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

#### RESOLUTION 2021-03

#### APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2021:

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2021 to the following respective municipal offices and/or positions of the Township of Mansfield:

Court Administrator	Irene Brownell
Deputy Court Administrator/ Court Assistant	Lisa Rudd
2 <sup>nd</sup> Deputy Court Administrator/ Court Assistant	Olivia Barrick
Violation Clerk	Rosaura Murillo-Romero
Court Security	Glenn Hawkswell
Alternate Court Administrator	Dawn Decker
Deputy Tax Collector	JoAnn Fascenelli

Deputy Treasurer	JoAnn Fascenelli
Deputy Clerk/Deputy Registrar	Illena Raffaele
Public Works Supervisor	John C. Snyder, Jr.
Machinery Operators	John Tate Harry Appleby, Jr. Travis Branche
Mechanic/Laborer	Kenneth Purdy
Part Time Laborer	Bill Lovett Matt Weilgus John Hague Jr.
Certified List Officer	Jason Laliker
Police Secretary	Joan Kries
Environmental/Open Space Secretary	Ruth Pante

Mr. Farino made a motion to approve the passage of Resolution 2021-03, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
 Abstained – None  
 Nay – None  
 Absent – Hayes

RESOLUTION 2021-04  
 TOWNSHIP COMMITTEE  
 SUBORDINATE COMMITTEES  
 AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2021:

	CHAIR PERSON	VICE CHAIR PERSON
Municipal Alliance	Glen McGuinness	Joseph Watters
Public Building/Public Works	Joe Farino	Ronald Hayes
Shared Services	Joseph Watters	Desiree Mora Dillon
Police & Safety	Ronald Hayes	Joe Farino
Fire and Emergency Management	Ronald Hayes	Desiree Mora Dillon
Recreation	Desiree Mora Dillon	Ronald Hayes
Environmental Commission	Glen McGuinness	Desiree Mora Dillon

Finance	Desiree Mora Dillon	Joseph Farino
Judiciary	Ronald Hayes	Glen McGuinness
Personnel	Desiree Mora Dillon	Joe Farino
School Liaison	Joseph Watters	Desiree Mora Dillon
Economic Development	Glen McGuinness	Joseph Watters
Open Space	Ronald Hayes	Joseph Watters

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-04, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

## RESOLUTION 2021-05

### CASH MANAGEMENT PLAN

#### CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY

#### I. STATEMENT OF PURPOSE.

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

#### II. CASH MANAGEMENT POLICY

A. **Objectives:** The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1) **Security:** The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2) **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be *minimized*.

3) Interest Rate Risk: Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- (b) By investing operating funds primarily in shorter-term securities.

(4) Liquidity: The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

(5) Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

## **B) Standards of Care**

### (1) Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with the State Law and this policy. The Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### (2) Ethics and Conflicts of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the invest-

ment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer, The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**III. AUTHORIZED INVESTMENTS.**

**A. Authorized Depositories:**

The following institutions are hereby authorized to serve as the primary banks for deposits:

TD Bank  
Unity Bank  
Regal Bank

The following institutions are hereby authorized to serve as the primary banks for escrow deposits:

TD Bank  
Unity Bank  
Regal Bank

**B. Investment of Idle Funds**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest excess public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;

(3) The New Jersey State Cash Management Fund.

**IV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is not unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals with by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

**V. REPORTING REQUIREMENTS:**

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

**VI. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2021 to December 31, 2021. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-05, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-06**

**A RESOLUTION TO APPOINT A TAX SEARCH OFFICER**

**BE IT RESOLVED**, that Joseph L. Guerin Jr. be the official Tax Search Officer for the Township of Mansfield for 2021.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-06, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-07**

**ASSESSMENT SEARCH OFFICER:**

**BE IT RESOLVED**, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2021.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-07, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-08**

**RESOLUTION  
DAMIANO M. FRANCIOSI AS MUNICIPAL PROSECUTOR, DONALD FARINO AS PUBLIC DEFENDER  
FOR THE TOWNSHIP OF MANSFIELD**

WHEREAS, the position of Municipal Prosecutor, and Public Defender are filled by persons providing services; and

NOW, THEREFORE, **BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey as follows:

That Damiano M. Fracasso be appointed Prosecutor, Donald Farino be appointed Public Defender for the year 2021.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-08, which was seconded by Mr. McGuinness.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### RESOLUTION 2021-09

#### RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OF ASSESSMENTS

WHEREAS, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2021 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.

5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

Mr. Farino made a motion to approve the passage of Resolution 2021-09, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

### **RESOLUTION 2021-10**

#### **RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE**

**WHEREAS**, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2020; and

**WHEREAS**, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

**WHEREAS**, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2021.

Mr. Farino made a motion to approve the passage of Resolution 2021-10, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

### **RESOLUTION 2021 –11**

#### **TOWNSHIP OF MANSFIELD**

#### **WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, the Governing Body of the Township of Mansfield finds and declares that N.J.S.A. 40A:5-17-1 empowers authorized municipal employees to process the cancellation of tax refunds and or delinquencies of less than ten (\$10.00) Dollars, and

**WHEREAS**, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars, and

**WHEREAS**, the Governing Body further finds and declares that it is in the best interest of the citizens of the Township of Mansfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1;

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Township of Mansfield that the Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2021 in accordance with N.J.S.A. 40A:5-17-1.

Mr. Farino made a motion to approve the passage of Resolution 2021-11, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### RESOLUTION 2021-12

#### OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Express Times-NJ Zone be designated as official newspaper for the Township of Mansfield for 2021.

Mr. Farino made a motion to approve the passage of Resolution 2021-12, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### RESOLUTION 2021-13

#### LAND USE BOARD CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, Dena Hrebenak, Municipal Clerk, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certifications as to the approval of subdivisions of land or lands in the Township of Mansfield for 2021.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-13, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
 Abstained – None  
 Nay – None  
 Absent – Hayes

RESOLUTION 2021-14

SUNSHINE LAW– MEETING DATES

BE IT RESOLVED, that the regular monthly meetings of the Township Committee be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:30 p.m. with the exception of any changes due to holidays.

MANSFIELD TOWNSHIP COMMITTEE  
 SCHEDULE OF 2021 MEETINGS  
 LOCATION: MUNICIPAL BUILDING, 100 PORT MURRAY ROAD  
 PORT MURRAY, NEW JERSEY

DATE	TYPE OF MEETING	LOCATION	TIME
January 13	Regular Meeting	Meeting Room	7:30 p.m.
January 27	“ “	“ “	“
February 10	“ “	“ “	“
February 24	“ “	“ “	“
March 10	“ “	“ “	“
March 24	“ “	“ “	“
April 14	“ “	“ “	“
April 28	“ “	“ “	“
May 12	“ “	“ “	“
May 26	“ “	“ “	“
June 9	“ “	“ “	“
June 23	“ “	“ “	“
July 14	“ “	“ “	“
July 28	“ “	“ “	“
August 11	“ “	“ “	“
August 25	“ “	“ “	“
September 8	“ “	“ “	“
September 22	“ “	“ “	“
October 13	“ “	“ “	“
October 27	“ “	“ “	“
November 10	“ “	“ “	“
November 23	“ “	“ “	“
December 8	“ “	“ “	“
December 22	“ “	“ “	“

Note: Caucus Work Session held at 7:15 p.m. in the meeting room and immediately following the completion of the regular meeting.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-14, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

## RESOLUTION 2021-15

### RESOLUTION AUTHORIZING THE TAX ASSESSOR AND LEGAL COUNSEL TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS, COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND COMPLAINTS FOR ADDED/OMITTED ASSESSMENTS AS THE CASE MAY BE FOR 2021

WHEREAS, the County Tax Board has issued a ruling requiring a Resolution by the Mayor and Township committee or Council of each municipality of the County of Warren by its Administrator, Melissa Pritchett; and

WHEREAS, the Administrator requires that the Mayor and Members of the Governing Body of each municipality in the County of Warren, in order to file Municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Assessor in the Municipality and the Municipal Attorney or any member of the firm, to file and prosecute said complaints.

NOW, THEREFORE, BE IT RESOLVED, on this 1<sup>st</sup> day of January 2021 by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, that Jason Laliker, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Michael Lavery, as Attorney for the township, are hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor and Attorney, in the process of prosecution and/or filing of said Roll Back Tax Complaints, complaints to correct errors in assessments, for added assessments, omitted assessments and added/omitted assessments in 2020 and defending or settling all 2021 local property tax appeals.

BE IT FURTHER RESOLVED, that the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, 202 Mansfield Street, Belvidere, New Jersey 07823.

Mr. Farino made a motion to approve the passage of Resolution 2021-15, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

## Resolution 2021-16

### DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, in accordance with N.J.A.C. 17:27-3.5, each public agency shall annually designate an officer or employee to serve as its Public Agency Compliance Officer; and

WHEREAS, Dena Hrebenak, RMC, is the appropriate employee of the Township to serve as the Public Agency Compliance Officer;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield that Dena Hrebenak, RMC, be, and is hereby designated to serve as the Public Agency Compliance Officer on behalf of Township of Mansfield.

Mr. Farino made a motion to approve the passage of Resolution 2021-16, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION # 2021-17**

#### **A RESOLUTION ESTABLISHING THE RATE FOR OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE**

**WHEREAS**, the Code of the Township of Mansfield provides for a rate of payment of police coverage in quasi-public matters under Article 2 Section 2-20.9 b; and

**WHEREAS**, the rate established therein may be changed from time to time by resolution of the Township Committee, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the charge for quasi-public services shall be paid as follows:

Uniformed Police Officer	\$ 73.70 per hour effective
Administrative Costs	\$ 26.30 per hour effective

The applicant for such services shall deposit sufficient funds to cover costs in advance which will be kept in escrow with the Chief Financial Officer and any balance refunded upon written request.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-17, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION # 2021-18**

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY**

**TO AUTHORIZE AND APPROVE SALARIES AND WAGES FOR CERTAIN EMPLOYEES**

**WHEREAS**, Ordinance Number 2020-14 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren that the following named employees shall be compensated for the year 2021, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John C. Snyder Jr.	Public Works Superintendent	\$ 80,754.00
Charles Carro, PC	Judge	\$ 67,000.00

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-18, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

**RESOLUTION # 2021-19**

**AUTHORIZATION FOR CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS  
& REMIT PAYROLL TAXES**

**WHEREAS**, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Health Insurance, State Income tax deductions and to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions;

**WHEREAS**, it is the intent of the Township Committee to pay the above at the required intervals;

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

That the Chief Financial Officer be and is hereby authorized to:

- Transfer sufficient funds from Current Fund to the Payroll Account.
- Remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law.

- Remit New Jersey State Health Insurance payment by Electronic Funds Transfer.
- Reissue of lost or mutilated checks after stop payment has been enforced.
- Banks for investment purposes, internal transfers, and debt service obligations.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-19, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION # 2021-20**

#### **RESOLUTION APPOINTING CERTIFYING OFFICER FOR DIVISION OF PENSIONS AND BENEFITS**

**WHEREAS**, the State of New Jersey, Department of Treasury, Division of Pensions and Benefits requires all municipalities to designate a Certifying Officer and Supervising Certifying Officer to certify the accuracy and validity of all documents and forms sent to the Division of Pensions and Benefits;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, in the County of Warren, State of New Jersey as follows, effectively immediately:

1. The Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be JoAnn Fascenelli, Deputy Treasurer;
2. The Supervising Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be Donna M. Mollineaux, Chief Financial Officer;
3. A certified copy of this resolution shall be filed with the State of New Jersey, Department of Treasury, Division of Pensions and Benefits.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-20, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION 2021 –21**

#### **A RESOLUTION TO APPROPRIATE A TEMPORARY BUDGET FOR 2021**

**TOWNSHIP OF MANSFIELD, WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, N.J.S. 40 A; 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of 2021; and

**WHEREAS**, the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$ 6,161,027.44.

**WHEREAS**, 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2020 budget is the sum of \$ 1,617,269.70.

**NOW, THEREFORE, BE IT RESOLVED**, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-21, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### RESOLUTION 2021-22

#### OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, that each check and warrant of the Township be signed by two of the following and that they hereby are authorized to sign same.

- Mayor, Joseph Watters
- Township Clerk, Dena Hrebenak
- Chief Financial Officer, Donna M. Mollineaux
- Deputy Treasurer, JoAnn Fascenelli

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-22, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### RESOLUTION # 2021-23

#### A RESOLUTION CONTINUING AUTHORIZATION FOR THE REIMBURSEMENT OF ONE FOURTH THE COSTS OF MEDICAL BENEFITS TO ELIGIBLE EMPLOYEES WAIVING COVERAGE

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, all full-time employees of the Township of Mansfield working 35 or more hours per week and part-time employees who are regularly scheduled to work 30 hours or more per week are eligible to receive medical benefits; and

**WHEREAS**, medical benefits include medical insurance;

**WHEREAS**, some employees may experience an unwanted duplication of benefits;

**WHEREAS**, those employees with duplication may seek to waive insurance coverage and be reimbursed up to one-fourth of the cost for same; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor Watters and Township Committee of the Township of Mansfield, County of Warren, New Jersey, the Chief Financial Officer will pay through payroll, subject to inclusion on Federal W-2 Wage and Tax Statement, an amount equal to one-fourth (25%) of the Township's cost (calculated as the cost of the medical benefit, minus the employee's contribution) to provide the plan type the employee qualifies for (i.e. Family, Single, Parent/Child, Husband/Wife). Employees waiving coverage after May 21, 2010 are limited to a maximum \$ 5,000.00 per year reimbursement.

**BE IT FURTHER RESOLVED**, that the said payment will be made through the bi-weekly payroll of every month for a total twenty-six (27) payments per year.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-23, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

**RESOLUTION # 2021-24**

**TOWNSHIP OF MANSFIELD  
STATE OF NEW JERSEY**

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services; and

**WHEREAS**, the rules and regulations require a municipality to send three (3) notices of tax sale to all properties included in said sale; and

**WHEREAS**, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing and mailing of said notice; and

**WHEREAS**, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Township of Mansfield wishes to charge \$25.00 for each notice mailed (up to (2) two) which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that a fee of \$25.00 for each notice be established and is hereby authorized and directed to be charged for each notice (up to (2) two) of tax sale that is sent in conjunction with the 2021 electronic tax sale.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-24, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

RESOLUTION 2021-25

TOWNSHIP OF MANSFIELD

WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Municipal Auditor in the Township of Mansfield for auditing services and advice to the Mayor and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with the Auditing Firm of Samuel Klein and Company, P.A. is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. This Contract shall not exceed \$ 29,500.
3. A notice of this action shall be printed once in the Express Times-NJ Zone Edition.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-25, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

RESOLUTION 2020-26

TOWNSHIP OF MANSFIELD

WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Bond Council in the Township of Mansfield for auditing services and advice to the Mayor and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with John Draikiwicz with the law office of Gibbons P.C. is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. In an amount not to exceed \$2,000.
3. A notice of this action shall be printed once in the Express Times-NJ Zone Edition.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-26, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

RESOLUTION 2021-27

**AUTHORIZING PURCHASING FROM WARREN COUNTY CO-OP #WC2035 FOR ROCK SALT FROM ATLANTIC SALT, INC., 134 MIDDLE STREET, SUITE 210, LOWELL, MA 01852**

**WHEREAS**, the Township of Mansfield wishes to purchase Rock Salt under the Warren County Co-Op; and

**WHEREAS**, Warren County Co-Op Pricing System awarded a contract to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested for \$ 10,500.00 and the line item appropriation to be charged is T-35-55-289-0000-0002 Snow Removal Trust in the amount of \$ 10,500.00; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to authorize the purchase of this ice deterrent product through the Warren County Co-Op Pricing System.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue a purchase order to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-27, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None

Absent – Hayes

### **RESOLUTION # 2021-28**

#### **A RESOLUTION TO PROVIDE FOR AND DETERMINE THE HOURLY WAGES FOR TOWNSHIP EMPLOYEES**

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

The hourly wages for the following employees are as follows:

Part-Time Laborer/Snow Plow Driver	Brandon Widenor	\$ 20.00 per hour
Part-Time Laborer/Snow Plow Driver (with CDL)	Richard Bross	\$ 25.00 per hour
Part-Time Laborer/Snow Plow Driver	Glenn C. Snyder	\$ 20.00 per hour
Part-Time Laborer/Snow Plow Driver (with CDL for Snow Plow Only)	William J. Lovett	\$ 25.00 per hour
Part-Time Laborer/Snow Plow Driver	Roy Smith	\$ 20.00 per hour
Part-Time Laborer/Snow Plow Driver	Matthew Weiglus	\$ 20.00 per hour
Part-Time Laborer/Snow Plow Driver	John Hague Jr.	\$ 20.00 per hour

Mr. Farino made a motion to approve the passage of Resolution 2021-28, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None

Nay – None  
Absent – Hayes

**TOWNSHIP OF MANSFIELD  
RESOLUTION NO. 2021-29**

**WHEREAS**, it is necessary to make change for the public when payments are made; and

**WHEREAS**, the municipal departments have expressed a need for a change fund in order to better serve the public;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, that a change fund for the following departments be set as follows:

Municipal Court	\$300.00
Tax Collector	\$ 50.00
Municipal Clerk	\$ 50.00
Police Department	\$ 50.00

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-29, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-30**

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**POLICY GOVERNING EMERGENCY PURCHASES**

**WHEREAS**, section N.J.S.A. 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State’s Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

**WHEREAS**, according to N.J.A.C. 5:34-6.1(b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

**WHEREAS**, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Township Committee of the Township of Mansfield, has determined that the following procedures shall apply.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Township of Mansfield.

**A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES**

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to N.J.S.A. 40A:11-6 and corresponding rules, N.J.A.C. 5:34-6.1, subject to the following requirements:

- a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);
- b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);
- c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made;
- d. The emergency purchasing procedure may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Township of Mansfield to plan for the purchase of any required goods or service(s);
- e. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;
- f. Under no circumstances shall the emergency purchasing procedures be used to enter into a multi-year contract;
- g. Any emergency condition(s) in which the estimated cost is in excess of the bid threshold shall be approved by the Township Committee.

**B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY**

- a. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Borough Administrator of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;
- b. If the Chief Financial Officer/Finance Office is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;
- c. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Chief Financial Officer/Finance Office a written report (Certification of Request for Emergency Purchases) providing the information referenced above;
- d. In the Chief Financial Officer's or Finance Office absence, the chain of command for adherence to the requirements shall be:

1. Township Clerk
2. Chief of Police
3. Superintendent of Public Works
4. Township Attorney

Mr. Farino made a motion to approve the passage of Resolution 2021-30, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION 2021-31**

#### **TOWNSHIP OF MANSFIELD WARREN COUNTY, New Jersey**

#### **OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS FOR MANSFIELD SHARED COURTS**

**BE IT RESOLVED**, that each check and warrant of the township be signed by one of the following and that they hereby are authorized to sign same.

- Court Administrator, Irene Brownell
- Deputy Court Administrator, Lisa Rudd
- Deputy Court Administrator, Olivia Barrick

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-31, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION 2021-32**

#### **AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #1 FOR MOTOR GASOLINE FROM GRIFFITH-ALLIED TRUCKING, LLC., 25 OLD CAMPLAIN ROAD, HILLSBOROUGH, NEW JERSEY 08844**

**WHEREAS**, the Township of Mansfield wishes to purchase Motor Gasoline under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op awarded a contract to Griffith-Allied Trucking, LLC., 25 Old Camplain Road, Hillsborough, New Jersey 08844; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2021 budget for \$ 30,000.00 and the line item appropriation pending budget adoption to be charged is 1-01-31-430-0000-4710; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to purchase Motor Gasoline through the Morris County Co-Op.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Griffith-Allied Trucking, LLC., 25 Old Camplain Road, Hillsborough, New Jersey 08844 through December 31, 2021.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-32, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

#### **RESOLUTION 2021-33**

#### **AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #2 FOR #2 FUEL OIL FROM FINCH FUEL OIL CO., INC., PO BOX 468, 648 SCHUYLER AVENUE, KEARNY, NEW JERSEY 07032**

**WHEREAS**, the Township of Mansfield wishes to purchase #2 Fuel Oil under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op awarded a contract to Finch Fuel Oil Co., Inc., PO Box 468, 648 Schuyler Avenue, Kearny, New Jersey, 07032; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2021 budget for \$ 7,000.00 and the line item appropriation pending budget adoption to be charged is 1-01-31-430-0000-4410; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to purchase #2 Fuel Oil through the Morris County Co-Op.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Finch Fuel Oil Co., Inc., PO Box 468, 648 Schuyler Avenue, Kearny, New Jersey, 07032 through December 31, 2021.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-33, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-34**

**AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #12 FOR ULTRA LOW SULFUR DIESEL FUEL FROM GRIFFITH-ALLIED TRUCKING LLC, 25 OLD CAMPLAIN ROAD, HILLSBOROUGH, NEW JERSEY 08844**

**WHEREAS**, the Township of Mansfield wishes to purchase Ultra Low Sulfur Diesel Fuel under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op awarded a contract to Griffith-Allied Trucking, LLC, 25 Old Camplain Road, Hillsborough, New Jersey 08844; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2021 budget for \$ 22,000.00 and the line item appropriation pending budget adoption to be charged is 1-01-31-430-0000-4870; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to purchase Ultra Low Sulfur Diesel through the Morris County Co-Op.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Griffith-Allied Trucking, LLC, 25 Old Camplain Road, Hillsborough, New Jersey 08844 through December 31, 2021.

Mr. Farino made a motion to approve the passage of Resolution 2021-34, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION NO. 2021-35**

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN, NEW JERSEY, AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO PHOENIX ADVISORS LLC FOR CONTINUING DISCLOSURE SERVICES**

**WHEREAS**, the Township of Mansfield, in the County of Warren, New Jersey has previously

issued its bonds, bond anticipation notes and/or other debt obligations (the “Bonds”) and

**WHEREAS**, in connection with the issuance of certain Bonds and for purposes of assisting underwriters to comply with Rule 15c-12 under the Securities Exchange Act of 1934, the Township has covenanted and/or entered into one or more undertakings or agreements to provide Continuing Disclosure Agent Services agreement (the “CDA’s”) to the public marketplace; and

**WHEREAS**, it is beneficial to retain assistance of appropriately registered experts in the field of municipal bond finance, with knowledge and experience in these matters, to assist in assuring compliance with CDA’s and to stand ready to provide advice as needed with the issuance of municipal debt as Municipal Advisor of Record; and

**WHEREAS**, Phoenix Advisors LLC provides such Continuing Disclosure Agent Services and is an independent registered municipal advisor under the SEC regulations; and

**WHEREAS**, Phoenix Advisors LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of Mansfield with the elected officials in the previous one year, and that the contract will prohibit the firm of Phoenix Advisors from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has recommended that Phoenix Advisors LLC be retained to provide Continuing Disclosure Agent Services agreement services to the Township of Mansfield;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, the following:

1. The Chief Financial Officer is hereby authorized to execute a contract with Phoenix Advisors LLC for Continuing Disclosure Agent Services applicable to bonds and notes.
2. This contract is awarded without competitive bidding as a “Professional Services” pursuant to N.J.S.A. 19:44A-20 et seq. and the local public contracts law.
3. The term of this contract shall be until December 31, 2021.
4. The total fee authorized for this contract shall be \$1,050. - base fee (for up to three outstanding issues), plus \$100.00 for each additional outstanding issue, and \$200.00 for any new bond issue set up during the year.
5. That a notice of this action shall be published in accordance with law, and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of Municipal Clerk.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-35, which was seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters

Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-36**

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY**

**Resolution Authorizing the Appointment of Donna M Mollineaux as Qualified Purchasing Agent**

**WHEREAS**, there is a need to appoint a Qualified Purchasing Agent ('QPA'); and

**WHEREAS**, Donna M Mollineaux has agreed to accept such appointment as the QPA for the Township of Mansfield; and

**WHEREAS**, Donna M Mollineaux meets the statutory qualifications to hold the position; and

**WHEREAS**, the appointment as Qualified Purchasing Agent shall be at a rate of \$4,000.00 for a term January 1, 2021 through December 31, 2021; and

**WHEREAS**, the Deputy Treasurer has certified that funds pending budget adoption are available in account 1-01-20-130-0000-4128;

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, that the Agreement with Donna M Mollineaux to serve as the Qualified Purchasing Agent of the Township as described hereinabove be and is hereby authorized.

**BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in the Township's legal newspaper.

Mr. Farino made a motion to approve the passage of Resolution 2021-36, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

**RESOLUTION 2021-37**

**AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT # 3 FOR ROCK SALT FROM  
MORTON SALT, INC., 444 WEST LAKE STREET, SUITE 30000, CHICAGO, IL 60606**

**WHEREAS**, the Township of Mansfield wishes to purchase #3 Rock Salt under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op awarded a contract to Morton Salt, Inc., 444 West Lake Street, Suite 30000, Chicago, IL 60606; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested for \$ 6,400.00 and the line item appropriation to be charged is T-35-55-289-0000-0002 Snow Removal Trust in the amount of \$ 6,400.00; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to authorize the purchase of this ice deterrent product through the Morris County Co-Op.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue a purchase order to Morton Salt, Inc., 444 West Lake Street, Suite 30000, Chicago, IL 60606.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2021-37, which was seconded Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

Mrs. Mora Dillon made a motion to adjourn the regular meeting at 12:29 pm, and go into the Reorganization Meeting of the Township of Mansfield Board of Health, seconded by Mr. Farino.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

MANSFIELD TOWNSHIP BOARD OF HEALTH  
REORGANIZATION MEETING  
JANUARY 1, 2021

This is the Reorganization Meeting of the Mansfield Township Board of Health.

The notice requirements of the law have been satisfied for this meeting by notice to Star-Gazette and the Express Times, of the time, date and location thereof. Notice was also posted on the bulletin board located in the Municipal Building.

The Mansfield Township Board of Health shall not hold regularly scheduled meetings and shall call them only as the need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey

Mayor Watters called the meeting to order at 12:29 p.m.

Mayor Watters appointed herself/himself, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2021.

HEALTH OFFICER:

Mayor Watters appointed Michael Deehan, M.D, as Health Officer of the Township of Mansfield for the year 2021. This is a non-salary position.

Mr. Farino moved to concur with said appointments, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

RESOLUTION BOH 2021-01  
BOARD OF HEALTH  
OPEN PUBLIC MEETINGS ACT  
Chapter 231, P.L. 1975

WHEREAS, the legislature has adopted the Open Public Meetings Act, Chapter 231, P.L. 1975, which became effective on January 9, 1976; and

WHEREAS, the Board of Health of the Township of Mansfield being desirous of continuing to keep the public informed of its activities and to comply with the requirements of the aforesaid Act.

NOW, THEREFORE, BE IT RESOLVED:

- In accordance with Section 13 of the Act, the Board of Health of the Township of Mansfield hereby announces that it shall not hold regularly scheduled meetings and shall call them only as need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey.
- In accordance with Section 13 of the Act, the newspapers to which all notices required by the aforesaid Act are to be sent shall be any of the official newspapers of the municipality; Star-Gazette and the Express Times.
- The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Mr. Farino made a motion to approve the passage of BOH2021-01, which was seconded by Mrs. Mora Dillon.

Ayes – Farino, Mora Dillon, McGuinness, Mayor Watters  
Abstained – None  
Nay – None  
Absent – Hayes

Mrs. Mora Dillon moved to adjourn the Board of Health meeting at 12:30 pm.

Return to regular meeting at 12:30 pm.

There being no further business, it was moved by Mrs. Mora Dillon to adjourn the Reorganization Meeting at 12:31 p.m, which was carried by all.

Dena Hrebenak  
Municipal Clerk